

**LUCY ROBBINS WELLES LIBRARY
BOARD OF TRUSTEES MEETING
FEBRUARY 8, 2016**

BOARD MEMBERS IN ATTENDANCE

Paul Crosswaith, Patty Foley (arrived at 7:45 PM), Lloyd Lirio, LeeAnn Manke, Kris Nasinnyk, Pam Raynock, Neil Ryan, Diane Stamm

BOARD MEMBERS ABSENT

Chris Bieszczad, Dennis Doyle, Anna Eddy, Judy Igielski, Iris Larsson, Maureen O'Connor Lyons, Ellen Vessella

STAFF

Lisa Masten, Library Director
Karen Benner, Assistant Library Director
Gail Whitney, Secretary for the Board

TOWN COUNCIL LIAISONS

David Nagel

TOWN COUNCIL LIAISONS ABSENT

Jim Marocchini

FRIENDS ABSENT

Terri Buganski

CALL TO ORDER

The meeting was called to order by Diane Stamm at 7:07 PM.

I. ROLL CALL

II. PUBLIC PARTICIPATION

David Nagel commented that a second meeting of the Library Expansion Committee was held and was very informative with regard to the space needs document that had been shared. Diane stated that the Library appreciates the support he gave at the Town Council meeting of continuing this committee.

III. SECRETARY'S REPORT/COMMUNICATIONS

Judy was not in attendance.

IV. APPROVAL OF MINUTES

Diane had two changes: under New Business for the Race Committee, it was Neil who made the report, not Diane; and that it was suggested to have three Samsung Galaxy Tablets given as door prizes at the Race. **MOTION: Kris Nasinnyk made a motion to accept the minutes of**

January 11, 2016 as amended, Pam Raynock seconded the motion, and the motion to accept the minutes of January 11, 2016 as amended was unanimously approved with an 8-0 vote.

V. REVIEW OF ANNUAL ACTIVITIES CALENDAR

Diane reviewed the Annual Activities Calendar for the month of February which includes the 5K Race, and Library budget.

VI. TREASURER'S REPORT

Paul reported that he has had some issues with his computer and suggested that there be a computer on-site at the Library for the Treasurer's use. Lisa responded that he is welcome to come in early to the Library at 9:00 AM and have the use of the computer before staff has the need for it.

VII. LIBRARY DIRECTOR'S REPORT

Lisa reported on personnel: Michelle Royer had surgery in late January and is doing well; Lillian Coutu will be having surgery and will be out 6 to 8 weeks; Diane Durette's sister passed away in November and her brother passed away last week. Lisa and Laurel Goodgian visited the East Hartford Library which recently had a renovation. They were given a tour and Lisa took pictures that she will share with the Board. Lisa and Laurel will be visiting Simsbury on Tuesday, and Wallingford and Avon next week. Lisa gave a presentation at the Town Council's goal setting session, and she appeared on the Talk To The Mayor NCTV television show last Monday. Upcoming programs include "An Afternoon with the Gillettes" from Gillette Castle on February 22nd, and on February 24th Tim Hollister will talk about the book he wrote on safe teen driving. Winter Reading will hold the finale on February 12th. Lisa receives a library newsletter that has a section called The Trustees Corner and she will begin emailing this to the Board for their information.

VIII. ASSISTANT LIBRARY DIRECTOR'S REPORT

Karen reported that the Library will be starting a Pinterest account and they are working on ideas such as having a library corner in your home. Upcoming technology programs include on February 11th computer help tips/proactive techniques, and on February 17th What's On My Desktop. She will be having surgery in February and will be out for a short time.

IX. FRIENDS OF THE LIBRARY

1. Terri Buganski Report

Terri was not in attendance. Karen reported that the Wine & Cheese Social held on January 22nd was very successful; 243 tickets were sold and 213 attended. More raffle tickets were sold than in previous years, and the Passport idea was very well received. Terri asked Karen to thank the Board for their donation for this event. Karen commented that Terri and Michelle Royer put a lot of work into this event. On February 20th the Friends will hold a mini media sale fund raiser. The Spring book sale is Friday, April 29th, Saturday, April 30th, and Sunday, May 1st. The Friends will also have a booth at the Chamber's Home and Business Showcase on Saturday, April 30th.

2. Board Liaison Report

Neil will attend the Friends' meeting on Wednesday.

X. COMMITTEE REPORTS

A. PEP (Planning, Evaluation, Policy)

1. Update

Kris reported that the Trustees Handbook is now a living document; it is approximately 60 pages and is just about complete. She commented that Patty spent hours and hours on it and is commended on the job that she did. Patty will show it to the Board later in the meeting. Kris indicated that in this document are procedures on committees, procedures on the library director's evaluation, procedures on holding a special meeting, and she is working on the procedure for the annual meeting. This handbook will be sent to the Board electronically for their review and comments. Lisa also suggested that it be available at the Library. Kris stated that the March meeting the Board will have the Library Director's evaluation form for review.

B. Investment Committee

Neil reported that he emailed the quarterly reports from Vanguard, but has not received them yet from Oakmark. There have been some issues transferring the Everbank funds to B of I Advisors, and he will speak to Iris and Paul about this.

C. House Committee

Lloyd reported that of the 71 items identified at the walk-through, 37 have been completed. He and Lynn will be discussing the chairs, window treatments, and Cedar Street sign as upcoming projects.

D. Facility and Site

1. Report on Library Renovation Committee February 2 meeting

Maureen was not in attendance. LeeAnn reported that the second meeting of the Library Expansion Committee took place on February 2nd and she was very impressed with the enthusiasm of the committee members and how they are all onboard with continuing on this committee for the long run. Newell Stamm, Jr. is the chairperson of this committee and he is very focused. He handed out homework assignments and asked that people provide sketches of what they would like at the Library. The committee was very pleased with the space needs assessment report prepared by the Library staff, and also with the thought of hiring a consultant such as Maxine Bleiweis. LeeAnn commented that personally she feels that this committee should not be disbanded by the Town Council because it is a good mix of folks who are ready to work together and bring possibilities and plans to the Town Council. Lisa commented that it was great having David Nagel and Jim Marocchini at the meeting who provided excellent advice on how to proceed. Lisa also stated that she is very impressed with Newell's knowledge and direction he is giving for this committee. Diane commented that the public participation at the Town Council meeting on keeping the Library Expansion Committee was remarkable and appreciated everyone's comments. LeeAnn stated that the talk of the "campus" is admirable, but people need to be made aware of

what the library's needs are. She stated that Dave Langdon, the Town's Facility Director, spoke about the library's HVAC system and its issues.

E. Fund Development/Legacy Society

Anna was not in attendance. Diane commented that Anna would like to show the Board the Legacy presentation at the March meeting. The committee is also working on updating the logo.

F. Budget

1. Budget Meeting with the Town Manager

Patty reported that the Budget meeting with the Town Manager went fine, and the extra work by staff went well. The Acting Town Manager read every line item. Patty attended this evening's CIP meeting and the Library is not on the list of the pay as you go projects.

2. Budget Review with Town Council – Wednesday, March 16

This is scheduled for Wednesday, March 16 at 7:00 PM and Diane stated that any Board member is welcome to attend to show support.

G. Technology

Paul had no report.

H. Nominating Committee

There was no report.

I. Communications Committee

Patty reported that Iris had a letter in last week's Newington Town Crier. This letter should be published in the Rare Reminder this week, and hopefully in the Hartford Courant and the March issue of Newington Life.

XI. OLD BUSINESS

There was no Old Business.

XII. NEW BUSINESS

1. Race Committee 2016 – Vote on 20th anniversary prizes

Neil reported that the 5K Race Committee met this evening and everything seems to be running smoothly. The registration fee will be \$20 before the race, and \$25 the day of the race. Keeney is a \$3,000 platinum sponsor. A Giantonio nephew is a \$1,000 sponsors. More sponsors are needed, and prizes need to be obtained. Ron Tramadeo is handling the police and landowners. Ron also gave a donation towards the Race. As in past years, the Library Board of Trustees are asked to donate \$100. **MOTION: Neil Ryan made a motion to allocate \$450 or not to exceed \$500 for the purchase of three Samsung Galaxy Tablets to be given as door prizes for the 20th**

Anniversary of the 5K Race, LeeAnn Manke seconded the motion, all were in favor, and the motion passed unanimously with an 8-0 vote. Diane commented that Kevin Mason has been involved with the race since the beginning for these last 20 years and he should be recognized in some way. **MOTION: Pam Raynock made a motion to purchase a \$100 Visa gift card for Kevin Mason to recognize his commitment for the last 20 years, Kris Nasinnyk seconded the motion, all were in favor, and the motion passed unanimously with an 8-0 vote.**

XIII. PUBLIC PARTICIPATION

There was no Public Participation.

Diane thanked everyone for coming this evening due to the weather. She also commented that everyone needs to read through the Trustees Handbook, especially the Committee Chairpersons. She thanked the PEP Committee for their work, and especially thanked Patty for all that she did in the preparation of this Handbook.

XIV. ADJOURNMENT

MOTION: Kris Nasinnyk made a motion to adjourn, Pam Raynock seconded the motion, all were in favor, and the motion to adjourn was unanimously approved at 8:37 PM with an 8-0 vote.

The next Board of Trustees meeting is scheduled for Monday, March 14, 2016 at 7:00 PM.